

# Abbot Academy

FOUNDED 1829

## Handbook for Students *and* Their Parents

1965-1966



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## CALENDAR

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MONDAY, SEPTEMBER 20

Arrival and Registration of all Resident  
Students before 6:00 P. M.

FRIDAY, NOVEMBER 12, AND SATURDAY,  
NOVEMBER 13

Parents' Week End

WEDNESDAY, NOVEMBER 24, 1:00 P. M.

SUNDAY, NOVEMBER 28, 6:00 P. M.  
Thanksgiving Week End

THURSDAY, DECEMBER 16, 11:00 A. M.

WEDNESDAY, JANUARY 5, 6:00 P. M.  
Christmas Vacation

FRIDAY, MARCH 18, 8:30 A. M.

MONDAY, APRIL 4, 6:00 P. M.  
Spring Vacation

MONDAY, JUNE 6

Commencement

## GREETINGS:

In September you will be starting another school year — one or more that will be at Abbot As you read this booklet you can fill in between the lines some of the actuality of this next year. We put down here these descriptions, definitions, and cautions so that you will not need to be told everything at once and have to remember it all for yourself.

Yet the most important part of school is barely mentioned here, and it is the part that cannot readily be seen. What you learn during this coming year will be yours forever. I am not talking about the facts or vocabulary that you will add to your particular collection of knowledge. I know very well that all of these may well *not* be yours forever, because we do forget facts. I am talking of such matters as the satisfaction of finding out new ways of thinking, discovering new books and new ideas, learning new working skills. I mean, too, the friendships you will find. None of these possessions can be had automatically, they all take some effort, but if you think back over the things you now do quite easily — such as reading, riding a bicycle, doing arithmetic — you will remember having to learn how. Solving a problem, such as how to master each of these skills, brought its

Skell Bus Schenelle  
VP Rudman

own rewards, and it is my hope and my belief that you will take pleasure in learning how to do the things that this next year will call upon you to do.

Most of the problems you will be faced with in the course of learning do not have to be solved by you alone. There are many people at Abbot who can and will be of help to you.

Please read this book carefully. For some of you, most of it will sound familiar, but read it as if it were new, in preparation for the year that I hope will be a particularly rewarding one for you.

MARY HINCKLEY CRANE.

Academic Curric. Com.  
Ville Arcos S. Whitehead  
VP Deacham  
S.M. Rudman  
Dr. Brigg  
Prof  
Dr. Rep L. Johnson  
S.M. E. Moore  
Dr. M. Shapiro

Curriculum - Mortton  
Cymosine - Ville

Pres Pres  
VP

1 Pres Kuries  
VP Buiss

## THE STUDENT GOVERNMENT ASSOCIATION

The purpose of the Student Government Association is to assist in the formulation and interpretation of the laws and regulations of the School; to maintain in the School respect for and support of these laws and regulations; to execute the system by which conduct is evaluated and recognized; to encourage the best possible personal development of each member of the school; and to create an atmosphere of unity in the Student Body and loyalty to the ideals of honor, industry, courtesy, and democracy for which the School stands.

The major officers of the Association for the coming year are:

President	Barbara Hazard
Vice-President	Barbara Timken
Secretary	Sarah Downs

\* \* \* \*

Head of Day Students
President of Senior Class
Vice-President
President of A.C.A.
President of A.A.

Susan Lebach  
Cornelia Gaines  
Ann Whitehead  
Beverly Armsden  
Marcia Watson

The Student Council includes these girls, with the presidents and vice-presidents of the other classes.

VP Frober  
Treas L. Johnson  
Sec Porter

5

Ruth Griffen  
Cass Gaynor

## The Day's Activities

### CHAPEL

A short religious service is held every school day morning. Every member of the school attends.

### MEALS AND TIFFIN

Tables in the dining-room seat eight or nine, including one or two members of the faculty. Table seating is changed every three weeks, and girls of various classes are mixed so that acquaintance may be steadily enlarged. At various times during the year girls studying French or Spanish are placed at tables at which these languages are spoken. No absence from meals is permitted without an infirmary excuse. Tiffin is the mid-morning lunch, consisting of soup, cocoa, milk, or fruit juice, and crackers. Girls are required to partake of this.

### SPORTS

Every girl (unless excused by a physician) participates regularly in organized sports — at least four times a week. Each girl may also take a number of defined walks in and around Andover to build up credit for herself and her team — the Gargoyle or the Griffin. The major outdoor sports are field hockey, soccer, tennis, riding, lacrosse, and softball. In the winter, the gymnasium provides space for basketball, volleyball, badminton, fencing, ballet and tumbling. Skiing and skating are also offered, as weather

permits. Swimming in the Phillips Academy pool is available on Friday evening

Good posture is encouraged and corrective gymnastic work is prescribed when it is needed.

## MUSIC

The Fidelio Society, or the school glee club is made up of about sixty of the best voices, chosen from the two upper classes. The Choir, consisting of twenty girls, has more intensive training and sings at the Sunday evening vesper services and on special occasions during the year. Every girl has training in singing, in the music classes or in Fidelio.

Girls who play woodwinds or stringed instruments may audition for a place in the Phillips Academy orchestra.

## STUDY HOURS

All students must observe scheduled study hours. (1) Visiting another student's room during study hours is allowable only for academic reasons. (2) Students below the Senior class must obtain permission from the teacher in charge in each instance.

Afternoon and evening study halls are preceded by a five minute warning bell. At the second bell students must be ready to sit down at their desks with all books and assignments ready.

There is to be no studying after lights without permission or getting up before the rising bell to study.

## STUDY SCHEDULE:

All Students: Any of the eight daytime periods not occupied by classes, music lessons, or practice. After dinner the length of the study period and free time may vary according to class.

Saturday mornings 9:00-10:30

Preps: 7:15-8:30 or 9:00 P.M., according to individual requirements. Lights out at 9:30.

Juniors: 7:15-9:00. Lights out at 9:30.

Senior-Mids: 7:15-9:00. Lights out at 9:30. Extra lights by permission until 10:15.

Seniors: 7:15-9:00 and 9:30-10:15. Extra lights by permission.

All Seniors and Senior Middlers are allowed to study in their own rooms unless they give evidence of inability to use their time well. The study hall in the McKeen Building is used during the morning and afternoon study hours for the two lower classes. In the evening study hour, all girls study in their own rooms.

Every girl is to be in her building by 4:30 on school days. If it is necessary for a girl to go from one building to another after dark, she is required to report her plans before leaving her

house, and again, as she leaves the building to which she has gone, before returning to her own building. A telephone call is made from one building to another in order to safeguard her trip.

## THE DAILY PROGRAM

### Monday — Friday

6:45	Rising Bell
7:15	Breakfast
7:40 — 8:00	Rooms put in order
8:00	Chapel
8:20	Classes begin
(10:30	Tiffin)
1:00	Luncheon
2:00 — 4:30	Sports
4:45 — 6:13	Classes or Study Hour
6:23	Dinner
7:15 — 9:00	Study Hour (except on Friday when there is a <i>Quiet</i> Hour — 7:30-8:30 P. M.)

## **Saturday**

7:15	Rising Bell
7:45	Breakfast
8:15 — 9:00	Special Room Cleaning
9:00 — 10:30	Study Period
10:30 — 12:30	Recreation
12:00 — 1:00	Buffet Luncheon
1:00 — 6:00	Recreation and Student Activities
4:00 — 6:00	Callers Received
6:15	Dinner
Evening	Entertainment
9:45	Lights Out

## **Sunday**

8:30	Rising Bell
8:30 — 9:30	Buffet Breakfast
9:30 — 10:00	Rooms put in order
10:30	Church
1:00	Dinner
3:30 — 5:30	Quiet Hour in Own Dormitory
6:00	Buffet
6:45 — 7:15	Quiet Hour on Own Corridor
7:15	Vespers
8:15 — 9:00	Study Hour in Own Room
9:30	Lights Out

## SATURDAYS

After time for a thorough cleaning of the dormitory rooms and the 90 minute study hall, the day can be used for recreation, extra-curricular activities or individual leaves. Sometimes trips are planned by the Physical Education department — picnic walks, ski trips, canoeing, bicycling. Sometimes girls go to Boston to plays or concerts. Occasionally the school schedules a bus trip to a place of particular historical interest. Usually the girls may go to a game — football, hockey, or lacrosse — at Phillips Academy.

In the evening there are frequently "entertainments" — films, lectures, plays or concerts by the students. These programs are generally open to the public and most of them are attended by the whole school. Sometimes such programs are held at Phillips Academy. On other Saturdays, the girls may attend dances at Abbot or at one of the neighboring boys' schools.

On Saturdays, families may come to see the girls at any time between 10:30 a.m. and 8:00 p.m. Boys from out-of-town may make calls of two hours; Phillips Academy boys who have arranged their visit ahead of time may call between 4:00-6:00 p.m. On school days, boys from out-of-town may call on a girl during her free time in the afternoon; their calls are generally limited to one hour.

## SUNDAYS

A buffet breakfast is served between 8:30-9:30. Occasionally, this is announced as optional and girls may sleep until it is time to get ready for church. Every girl goes to a church service, at the Phillips Academy Chapel, the Episcopalian Church, the Unitarian Church, the Christian Science Sunday School, according to the wishes or consent of their parents. Girls of the Roman Catholic faith attend their own church. Jewish students attend special Sunday services at Phillips Academy. Some girls may act as Sunday School teachers or nursery aides at one of the churches in Andover.

In the afternoon the girls may spend some time in the gym or at tennis. From half-past three until half-past five the dormitories are quiet, so that it is possible to study or rest. One can listen to records in the Music Building.

Sunday afternoon is also the time for debates held with other schools, or for special recitals, at Abbot or at Phillips. The Archaeological Society usually meets then, once a month.

A Vesper Service is often held at the school on Sunday evening.

## Telephone

Telephone calls may be received at the times listed below with the expectation that the student will be available. Since there may be changes in schedule, it is recommended that calls to the girls be placed on a person-to-person basis.

## MONDAYS THROUGH FRIDAYS

7:45 — 8:00 A. M.	7:00 — 7:15 P. M.
	9:00 — 9:25 P. M.
Friday	8:30 — 9:45 P. M.

## SATURDAYS

8:30 — 9:00 A. M.	5:30 — 6:00 P. M.
10:45 — 11:00 A. M.	7:00 — 7:45 P. M.

## SUNDAYS

9:30 — 10:00 A. M.	5:30 — 6:00 P. M.
12:30 — 1:00 P. M.	6:45 — 7:15 P. M.
2:00 — 3:30 P. M.	9:00 — 9:25 P. M.

*No calls can be taken by students during the evening study hour 7:15 — 9:00.*

Students may make calls at the times listed above and during any other free time when a telephone booth is available. As the telephones are much in demand during these limited periods, it is requested that calls should not be unduly frequent, and they must be limited to five minutes. If necessary, an overtime call will be cut off. The switchboard is closed at 9:30, (at 7:45 on Saturday evenings.) Emergency calls concerning students and their families after that hour must be made to the Principal at her house.

## ABBOT ACADEMY TELEPHONE NUMBERS

School Switchboard connecting all  
departments and downtown  
Area Code 617-475-3562

Direct lines also to:

Infirmary	475-1728
Principal's House	475-0286
The Andover Inn	475-5903

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### *Administrative Officers*

Mrs. Alexander Crane	Principal
Miss Eleanor Tucker	Director of Studies
Mrs. Katharine Mayer	Director of Residence
Mrs. Ford Duncan	Director of Admissions
Mrs. Lynwood Howard	Director of Food and Housing
Miss Louise Robinson	Financial Secretary
Mr. Gardner Sutton	Comptroller

\* \* \*

Dr. Robert Ramsdell	School Physician
Miss Kathleen Ayre Miss Marian Perkins	School Nurses

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### **Spending Money**

Miss Robinson, in charge of the Financial Office, will receive for safekeeping money for the personal use of the students. Deposits or withdrawals may be made on any school day afternoon. A student may deposit money in the

form of a check or cash (seventy-five dollars is recommended for an initial deposit). She will receive a Banking Packet in September containing a Ledger Account Card together with a supply of Withdrawal and Deposit Slips. A Student may then keep her own accounting of deposits and expenditures which she may tally at any time with the record kept by our Comptroller's Office.

It is recommended that parents instruct their daughters as to what they consider the appropriate weekly withdrawal for incidental expenses. There are certain calls upon students for class or association dues. These amount to from twenty to twenty-five dollars. Contributions to the United Fund, Christmas for the staff members, etc., are urgently encouraged; a student should expect to give a *minimum* total of ten dollars. Each girl is expected also to give at least twenty-five cents each Sunday to the church she attends.

Except for such expenses as these, and the costs of taking Saturday or week-end leaves there is little need for cash expenditures by the students. Sightseeing or field trips, concerts in Boston, and the like may be charged on the term bills, as well as purchases made from the school Book Store or from the Infirmary. A weekly allowance of not more than \$2.00 for incidental spending should be sufficient, unless a clothing allowance is desired. Students should not keep any more money than necessary in their rooms; the school cannot be responsible for losses.

## **Term Bills**

Term bills are rendered three times a year. The following items may be charged on these bills:

Books and stationery

Dry Cleaning and excess laundry

School Year Book

Senior Photographs

Symphony Concerts and other concerts

The Abbot Blazer

The Class Sweater and Ring (Purchased in senior middle year.)

Toilet Articles

Tutoring and Chaperonage (There is normally no charge for chaperonage except for actual expenses incurred.)

Equipment for sports such as skis, hockey, and lacrosse sticks, and uniforms for modern dance.

A Bookstore is maintained on the campus where the students may purchase their required books and necessary stationery supplies.

## **Charge Accounts**

*Charge accounts in local stores or in Boston are not allowed except by written permission of the parents.*

## **Physical Examinations**

A physical examination must be given each entering student by the family physician and the report returned to the school.

## **Infirmary**

Every day the nurse holds short clinics in the infirmary where minor ailments are treated. One of the two resident nurses is always on duty.

### **INFIRMARY CLINIC HOURS:**

#### **School days**

7:45 — 8:00 A. M.	1:30 — 1:45 P. M.
	4:30 — 4:45 P. M.

#### **Saturdays**

8:30 — 9:00 A. M.	5:30 — 6:00 P. M.
1:00 — 1:30 P. M.	

#### **Sundays**

9:30 — 10:00 A. M.	5:00 — 6:00 P. M.
12:30 — 1:00 P. M.	

Notice that there are no clinic hours after dinner on any day.

Except in clinic hours, girls should be taken to the infirmary by a teacher. In any case either the housemother or the Front Office should be informed by the student. Students must report at the Front Office as soon as they are released from the infirmary.

For an overnight stay pajamas, bathrobe, slippers, bath towel, wash cloth, soap, comb, toothbrush and paste, are necessary. Books and papers may be taken.

All symptoms and accidents must be reported to the infirmary at once. NEVER PUT THIS OFF. Consider other people, especially in the matter of colds!

Students who have been in the infirmary for more than 24 hours may not wait on table the first day they are discharged.

Only the infirmary may excuse students from attending church, classes and scheduled school activities. If so excused, they may not leave the campus for the rest of that day.

Appointments for special medical or dental treatment are made through the infirmary as well as arrangements for chaperoning to the appointments in Boston, Lawrence, or other places outside Andover. Such special trips should be for emergencies only; fittings for contact lenses and other such cosmetological treatments must be accomplished during summer vacations.

No medicines may be kept in rooms unless prescribed by the infirmary or checked by the infirmary. Students taking medicines, such as thyroid extract, prescribed by their own doctors, must report this fact to the Infirmary.

Toilet Sundries may be purchased at the Infirmary.

### **Food**

The school table is carefully and amply furnished. No special diets can be provided, and it is essential that the girls understand that sensible

eating is important for their health. Girls are expected to take at least a small portion of everything that is served. A girl who is over-weight may be excused from eating certain foods at the table provided that her own doctor and the school doctor concur in the need for this abstention. In such a case the girl is expected to refrain from eating between meals except for Tiffin.

## CODE OF BEHAVIOR

The following pages represent the directions for living at Abbot — or for leaving Abbot from time to time. Certain procedures have been found to be most desirable, in the staying, coming or going. Deviation from these procedures may prove a hazard to the student, to the other members of the school, or to the school itself. Members of the school administration may reprove and punish a school member who violates the code which is explained in the following pages, but in many instances the students themselves, represented by the Student Council, will deal with the offenders. Where the offense is *relatively* minor, a system of demerits is used; an accumulation of demerits, or a violation of the four basic provisions outlawing cheating, stealing, drinking, or smoking, will cause the individual to appear before the Council with its faculty advisors, and will lead to a review of the girl's value to the school. Suspension or expulsion may result.

One thing should be stressed, accepted, and then probably forgotten. Many provisions

stated herein will seem puzzling and quite unnecessary to girls who have never lived in any other situation than that of a small family. There are few girls, indeed, who are not allowed at home to run downstairs in the evening in their bare feet to ask their parents some vital question or to get a glass of milk from the refrigerator. Yet such simple acts as these, multiplied by the number of girls in a dormitory, may well result in a considerable disturbance, a scattering of germs and a considerable problem of food scarcity. Therefore each individual must satisfy herself at the school table, must remain quietly in her room during study hour and must be dressed appropriately when she leaves that room. This is a way of training in concentration, thoughtfulness, good health, and good taste.

If there is anyone who believes that she gives up all individuality, all freedom of choice, by adhering strictly to rules like these, I should like to point to some dozens of girls who each year leave a golden mark on the school, by their fine independence of thought, initiative and leadership, without ever contravening the "rules" of the community. The school is a little different each year as a result of the ideas and decisions of these girls; I believe it is a better place each year.

Now, please read the ideals and standards of Abbot as formulated and subscribed to by her students:

#### STATEMENT of GENERAL CITIZENSHIP

The Student Government in cooperation with the Principal and the members of the faculty

endeavors to encourage in each student qualities of character that are generally accepted as basic to humane and civilized living, both personal and social. Rules as such, beyond those affecting health, scholarship, and safety, are minimized in comparison with emphasis on a high sense of honor, individual responsibility, a constructive attitude, and consideration of another's rights and feelings. The students are helped both by their contemporaries who hold Student Government offices and by their faculty advisers who live in the dormitories with them, to recognize the fact that these principles lead to such expression in conduct as punctuality, quiet in study periods, orderliness, neat and appropriate appearance, and a cooperative attitude in matters affecting the happiness, welfare and reputation of the group.

Every girl who enters the Abbot community is on her honor to take the responsibility of upholding the rules and standards which the school considers necessary and vital to the well being of our school life. In any case of violation of these rules and standards, therefore, any member of the school — students or faculty — may take appropriate action.

The school expects any girl who breaks a rule to report herself to a Student Government officer. Each girl is expected to bring moral pressure to bear on any member of the community who does not assume the responsibility for upholding these rules.

Every student is expected to give evidence of

lady-like behavior, a constructive attitude and a consideration of the rights and feelings of others.

**I. The School will not tolerate the following:**

**1. *Cheating***

No student may give or receive help in any test or examination; students are expected to do their own assigned work, except in instances where the teachers recommend or approve cooperative effort.

**2. *Stealing***

The taking of another person's money or possessions for one's own use is a serious offense in any society. Authorized "borrowing" is in a different category but should not be indulged in, since it can lead to misunderstanding.

**3. *Drinking***

No girl may drink any alcoholic beverage while she is under the jurisdiction of the school.

**4. *Smoking***

Every girl is on her honor not to smoke at any time or in any place while under the jurisdiction of the school, with the following exceptions:

- a. Seniors may smoke on Saturday leaves except on public conveyances to and from Boston or in Boston stations.
- b. Seniors may smoke in Andover when they are on leave or dining out, but they may smoke in a public place only

- when they are accompanied by an adult.
- c. Seniors may smoke when traveling to or from Andover by school car or taxi: provided only Seniors are present.
- d. Senior-mids after midyears have the same smoking privileges as do the seniors.

“Jurisdiction of the school” is understood to apply to girls on and off the campus *except* when a girl is away on an overnight leave, weekend, or vacation. During all other leaves and permissions, the above rules and the restriction on driving remain in force. An exception to the “driving” rule (see page 28) may be made when a girl is on a leave with her parents. Violation of the above rules is punishable by suspension or expulsion.

**II.** The recommendations and regulations which follow include certain actions whose violation will result in demerits. These are noted by a figure, representing the probable number of demerits, in the right hand margin.

Student Government officers and representatives work with the faculty and administration in seeing to it that every student conducts herself honorably and properly, with indication of a serious and loyal attitude toward the school of which she is a part. Every girl is expected:

1. To study in prescribed time and to be quiet after lights.

2. To protect her own health and safety and that of others.
3. To employ good manners at all times.
4. To exercise self-restraint and consideration for others while at the same time preserving her dignity as an individual.
5. To take good care of school property and the property of others.
6. To observe good taste.

### ON CAMPUS

Every girl must attend all school functions, such as chapel, vesper service, meetings, and meals, including tiffin.

In all "free time" the only restrictions on noise are the general ones of natural courtesy. The radios or record players in the recreation rooms may be used after breakfast, between 3:45 and 4:45 on pleasant days, and between 2:15 and 4:45 on stormy days, and in free time in the evenings. The television set in the Draper Recreation room may be used only under the conditions and at the times posted or announced.

Record players and radios, except for seniors, may not be used in students' rooms.

Girls are not to shout in the corridor, or call out of windows.

Parents may visit their daughters in the afternoon when the girls are free; they are asked not to go to the girls' rooms during any study or quiet hours.

In the fall and spring, when walking on the campus after dinner is permissible, you may go anywhere on the grounds, except the woods and the hockey field. For walking with visitors, you walk around the circle.

Even during a short absence, a girl may receive a telephone call or a caller, and it is very important to know where she is.

## OFF CAMPUS

### Week-End Leaves

Every girl must check out and in at the front office when leaving for or returning from a weekend or any other leave or permission.

If a girl is delayed in returning because of illness, she must notify the school and present to the Infirmary, upon her return, a note from her physician. Any other unexcused lateness in returning will result in the curtailment of another leave.

Girls taking leaves and permissions of any kind at homes in Andover, North Andover, and vicinity must observe the same regulations about chaperonage, smoking, alcoholic beverages, and driving in automobiles as those which govern them while in residence at school.

Each girl may have one weekend leave each term. Certain weekends are closed, such as those immediately before and after a vacation, or on the occasion of school functions such as the Bazaar, and days when tests are being administered to a class or group. Parents are

welcome to spend other week ends near the school and to visit their daughters or to take them for luncheon or dinner permissions and leaves. It is suggested that they come no oftener than once a month, since the girls are working hard and are often involved in school affairs. *We also urge parents to watch over their girls during week ends at home or vacations to make sure that they do not do so much as to make them overtired or ill.*

Applications for a weekend must be filed in the Director of Residence's office by Wednesday of the week preceding the week in which the leave is desired. Written permission from home must be obtained. The student must also have the approval of her teachers before taking a weekend leave.

Parents are requested to send such permission, even when the week end is to be spent with parents or relatives, as far in advance as possible, to Mrs. Mayer, the Director of Residence.

*If the parents are traveling or are to be out of the country at any time, they are requested to notify the school of their foreign address(es) and to give the name of a resident in the United States whom the school may notify in an emergency.*

Invitations to a dance at a boys' preparatory school may be accepted with the usual permission from home, provided the chaperonage conditions are satisfactory and the date coincides with

those permissible for a weekend leave. Girls are expected to observe the rules of the school where they are guests.

Senior-Mids may attend one dance or other function at a men's college each year, but only if they can be entertained by a personal friend of the family of the boy or the girl. Arrangements for attending such functions cannot be made at the last minute. *Parents are requested to give this rule their full support.*

All weekend leaves begin after lunch on Friday, except by special permission, and end at seven o'clock Sunday evening. Planes may be used, if parents approve, for the Friday trips *from* the school, and for vacations. They may not be used for return trips, however, because of the possibility of flights being canceled. (Exceptions may be made for return from vacations for long trips.)

A girl may have a special leave of absence to attend a wedding of a member of the immediate family.

### **Senior Privileges**

Seniors have an extra weekend which they may take in either the fall or the winter term. **UNDER NO CIRCUMSTANCES** may a girl take two consecutive weekends. Seniors may attend dances or other functions at men's colleges if parents approve. It is not considered appropriate for girls to stay at hotels on such occasions.

## Travel

Parents should buy plane or train tickets for their daughter's trip home and return to school at vacation times. At Thanksgiving, Christmas and spring vacations provision is made for a chartered bus with a school chaperone to and from New York City. Girls returning by train from a weekend are met in Boston at the South Station by either bus or taxi from Andover.

Late changes in arrangements should be avoided except in an emergency.

## Automobiles

Except when with her own parents or a member of the faculty, a student must have permission for transportation by car, including travel from the school for any leave, and returning to the school from any leave.

Permission will not be given for resident students to motor with day students nor with anyone else of school or college age unless an older person is in the car.

*Exception:* Upon the *written* request of her parents a girl may receive permission to drive with her brother or sister, or other person of college age.

If a parent wishes to give a blanket permission for motoring with a brother or with any adults of whom the school approves, this permission should be put in writing and placed on file in the school office by the time school opens.

## **Saturday Leaves**

Each student has two Saturday leaves in the fall term, two in the winter term, and one in the spring term. A Saturday leave begins at ten-thirty and ends at either six or seven-thirty, as arranged. Application for a Saturday leave must be filed with the Director of Residence by noon of the preceding Thursday. Saturday leaves may be taken with parents, adult friends and relatives of the students.

## **Senior Privileges**

Seniors have four Saturday leaves in fall and winter terms and three in the spring term. Seniors may go to Boston on a Saturday leave without a chaperone if accompanied by at least one other Senior. Except by special permission, these leaves end at six o'clock. (After the first of February, Senior-Mids may go to Boston under the same conditions if accompanied by two other Senior-Mids.)

In the fall term Seniors may accept invitations to football games in Boston and Cambridge with parents' permission. Only two such invitations may be accepted. The invitation must originate with a friend as opposed to originating with a blind date. However, if the Senior's friend asks her to include another Senior to go with a friend of his, it is permissible for the Senior to ask one of her friends to take the Saturday Leave with her. The four are to remain together throughout the Leave.

The Senior goes to Boston on the 11:20 a.m. bus and must be met at the bus depot by her escort.

Usually the game is over in time to make the 5:30 bus from the bus depot.

There is to be no driving in a private automobile at any time during the Leave. Taxis or subways are to be used for trips across town.

The boy should escort the Senior back to the bus depot.

### **Sunday Leave**

Each girl may have two Sunday leaves each term. Sunday leaves begin at noon and end at six o'clock. Sunday leaves may be taken with family, adult friends or families of other students. There should be no visiting in cars at any time.

Application for a Sunday Leave must be filed with the Director of Residence by noon of the preceding Thursday. A liberal number of permissions for dinner only (returning at 3:30) may be given for dining with relatives or friends.

### **Dining - Out Permissions**

A girl may go out to a meal at the following times — Monday through Thursday. One guest from the school may be invited.

Lunch	1:00 — 2:00
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If the girl does not have first period sports, she may stay out until 2:30.

Sports classes may *not* be changed.

Dinner	6:13 — 7:30
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Other dining-out permissions may be taken at the following times:

Friday Dinner	6:13 — 8:30
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Saturday Luncheon	11:00 — 2:30
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Saturday Dinner	5:00 — 7:30
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If no evening entertainment is scheduled, the permission may be until 8:30 or 9.

Sunday Dinner	12:00 — 3:30
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If a girl returns late from a dinner permission, it will be counted as a leave.

### **Senior Privileges**

Seniors may eat Saturday lunch at the Coffee Mill, between 11:30-12:30.

Seniors may dine on Sunday at the Inn twice each term. Two to six seniors may go together. Such permission must be signed for between 9:00 a.m. and church time Sunday morning; *at this time* reservations must be made. The time of this permission is 12:00 — 2:30. Do not ask the Inn to cash checks.

Girls must remember to check in and out when taking dining-out permissions. Every girl must observe the exact conditions as arranged with the school office regarding all leaves including dining and travel regulations.

## **Downtown Permissions**

Girls may go downtown twice a week during their free time in the afternoons of Monday, Tuesday, Thursday or Friday. At least two girls must go together and remain together. It is also possible to go down on Saturday mornings after Study Hall. It is important to check out, and in, at the Front Office on each occasion.

The following list includes these establishments to which girls may go without any special permission. Girls who wish to patronize others, such as hairdressers, may ask the Director of Residence.

*All Shawsheen Plaza and Olde Andover Village Shops.* Also:

*Markets:* A & P, Andover Co-op.

*Bakeries:* Colonial Bakery

*Restaurants:* Friendly, Sam's (for food to take out only), Coffee Mill, White's Ice Cream (on road to Ballardvale)

*Drug Stores:* Dalton's, Hartigan's, Simeone's, Andover Spa

*Shoes:* Reinhols, Elander & Swanton

*Hardware:* Hill's, Cole's

*Sports:* Dana's Sport Shop

*Dress Shops:* Michael Jay's, Dame Shop, Lee Antoine's, Macartney's, Ruth Hammond's, Deb's Den

*Stationers:* Andover Stationers, Thompson's

*Gift Shops:* Andover Gift House

APPROVED WALKS, as planned by the Athletic Association, may be taken with another student any day during recreation hour except Sunday. The various walks are designated by numbers. Sign "out" and "in" at the Front Office.

**NO WALKS ARE TAKEN OFF CAMPUS ALONE.**

### **Week-End Activities**

Announcements concerning the week end are made each Tuesday. Activities involving the purchase of tickets are generally announced several weeks in advance. If a girl signs for a ticket, she is billed for its price, unless purchase of it by another girl is authorized.

Students must be aware of the time for lectures or entertainments and be ready to go promptly. They should sit in the seats as they find them and not try to rearrange them. At the movies in the village, and at Phillips Academy games, students must sit together.

At programs given at Phillips Academy, Abbot students must sit in their assigned seats. Exchanges can be made only after everyone is correctly seated. Girls may sit with boys only when specifically numbered seats are not provided.

After a lecture, Celebrity Series, et cetera, boys may accompany the girls to Draper Hall and leave them there.

Students should return to their own corridors as soon as any evening activity is over unless they wish to join a discussion after lecture or a Vesper service, in which case they should ask the switchboard operator to notify their house mother. If entertainments are not over until after the usual lights out time, a warning bell is rung when students should have reached their corridors and about twenty minutes is allowed before the final bell.

## **SOCIAL REGULATIONS**

### **CALLING HOURS**

School Days — One hour at the most.  
Out of town boys.

Week Ends — Two hours at most.

Saturdays — Phillips Academy boys.

Sundays — Out of town boys; Brooks boys who have arranged to call.

Saturday Exeter boys who have arranged or Sundays — through Dean Kessler's office to call may come to Abbot on either day.

#### PROCEDURE:

A girl is told she has a caller; she comes to Draper to meet him, reporting to the front office on her way. (If she sends a friend, the friend may stay and visit with the caller, too. When the friend has finished her visit, she reports to the office). The girl who is being called reports to the office coming and going. 1

Behave appropriately in a place other guests, sometimes adults, are free to use. 1

At the time a boy is supposed to leave, he should bring the girl to Draper and say good bye promptly.

Sundays, Girls may walk around the after Church — Circle with boys or talk with them in the Drawing Room or McKeen Room.

Boys must leave at 12:30.

Restrictions — When campused — no callers whatever.

When on probation — may be refused callers.

Any girl in poor academic condition or who has been censured may be limited to one hour.

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Every girl is on her honor not to meet any boy or boys at any time or at any place while under the jurisdiction of the school, except with the knowledge and approval of the school.

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### **General Tea Dance Rules**

Boys may go outside to smoke, but no girls may go outside with them.

Girls must keep their shoes on.

The boys may walk girls to the door of Draper Hall, but they are not to come in. There is no walking around the circle. Say good-night promptly and check in at the Front Office.

### **COOLEY HOUSE**

Girls may accept invitations to go to Cooley House for informal dancing after the athletic contests at Phillips Academy if the invitations are made by Friday afternoon. A girl may not receive permission from a chaperone at the game to go to Cooley House. All arrangements must have been made in advance.

A list of those to whom such permission is given is provided for the Front Office and the chaperone. These girls must check in by 5:15 p.m.

Directions for specific tea dances will be posted or circulated on each occasion.

### **Permission for Boys to attend evening entertainments as guests of Seniors.**

Occasionally, guests may attend the Saturday evening entertainments with seniors, provided permission has been received in each case from the Director of Residence.

Only those of the lecture or concert type which have been opened to the public are included. Boys who are planning to attend an entertainment may come to Abbot at 7:30 in the evening. They are to be entertained during the interval after they arrive until the bell rings in the McKeen Rooms only. They go to Davis Hall with their hostess, taking their coats with them. At the end of the entertainment, the boy and girl say good-night at the steps of Davis Hall, and the boy departs at once without returning to Draper Hall. Going to, or leaving, Davis Hall does not include walking around the circle.

### **DRESS REGULATIONS**

The dress in a school which does not require special uniforms still calls for some careful planning and packing. The temptation is to

bring far too many clothes for the limited storage space or for the actual needs of school life. Here is a list of clothes a student will actually need, with some notes about certain regulations:

**FOR REGULAR DAY TIME WEAR:**

- 3 or 4 white blouses or shirts.
- 3 or 4 colored or print blouses.
- 4 or 5 skirts, including 1 gray, 1 pleated plaid, 1 dark blue.
- 4 or 5 sweaters, either pullover or cardigan.
- White wool or orlon plain ankle socks and/or knee length socks.
- 2 pairs tie shoes, either saddle or plain buckskin with heavy soles, giving adequate support to the feet.
- 1 raincoat.

**FOR DINNER:**

- 2 or 3 dark cotton dresses, plain or print.
- 2 or 3 pastel cotton dresses, in a full-skirted shirtwaist style.
- 2 or 3 light weight woolen. These may include a wool jumper with appropriate blouse.
- 6 pair stockings (at least) which are worn at all times with heels; and in cold weather.
- 2 pair Flats (which must be worn when a girl is serving).
- 1 or 2 pair plain pumps with heels.

#### FOR STUDY IN ONE'S OWN ROOM:

Shorts, slacks or short kilts. (These are not worn in any public part of Draper Hall, such as the offices or the library.)

A bathrobe (full length) and slippers.

#### FOR SATURDAYS:

1 pair loafers. These may also be worn on school days when a girl is going on a school field trip or beginning a week end leave or vacation.

#### FOR SUNDAYS:

A woolen suit.

A hat suitable for church.

Gloves.

A light weight long coat for fall and spring.

A winter-weight, long coat.

An umbrella.

A pair of rain and/or snow boots.

#### FOR SPECIAL OCCASIONS:

The Abbot white dress (required).

1 pair white high-heeled pumps or spectator pumps (either kind must have closed toe and heels).

1 or 2 "tea dance" dresses (semi-formal).

Blue jeans may be worn only for off-campus picnics or for working on the stage during play preparation. (White jeans or levis are *not* to be worn.)

## FOR SPORTS:

The Abbot gym outfit including white sneakers.

Special shoes are needed for hockey or soccer and can be ordered at school.

Ski Clothes. Ski pants are useful whether one skis or not.

Riding breeches or jodhpurs, if a girl is to take riding.

Every girl should have a wrist watch.

Simple and inexpensive jewelry should be the only kind brought to school.

## ROOM FURNISHINGS AND DORMITORY RULES

Each girl is provided with a single bed, a bureau, straight chairs, a desk, and a bookcase. Rugs, curtains, bedspreads, a study lamp, and an easy chair are provided by the student. Girls in Draper Hall provide plain white un-ruffled glass curtains to be used next the window for the sake of uniformity, but over-draperies may be of any color. Roommates should correspond during the summer about necessary purchases for the room and arrange to divide expenses.

The school will supply one pair of woolen blankets *if requested*, but a warm puff or an extra pair of blankets should be brought by each girl. Sheets to fit a mattress 6 feet by 3 feet, pillow-cases, 20 inches by 32 inches, bath towels, face towels, a napkin ring, a shoe bag, a waste basket, and two laundry bags are needed.

No electrical appliances or clocks are permitted except lamps and razors. No reflectors are permitted.

1

Rooms should be as attractive as possible. The first step is to keep it clean and neat and this is not difficult if you follow a pattern, both daily and weekly, approximately as follows:

Each morning after breakfast, make your bed. Put away clothes—soiled ones in your laundry bag, sweaters, etc. in your bureau drawer, shoes in a shoe bag which should be hung on your closet door. It is a good idea to have as many shoe bags as the door will accommodate, so that shoes need not be kept on the closet floor. Extra shoe bags are useful for mittens, scarfs, etc. Tidy the tops of your bureau and desk. Remove and put away any personal possessions left in the bathroom so that this may be easily cleaned by the maid.

2

On Saturday mornings, when you have more time between breakfast and the beginning of the study hour, air your bed, *change sheets and pillow cases*, clean your room thoroughly. You may use the corridor vacuum cleaner. Make sure that your closet and drawers are neat. The corridor teacher or housemother will inspect these, while you are in your room.

If you want to rearrange your furniture, plan the change with your corridor teacher. A bed should not be placed under a window, and the desk must receive good light.

Regarding the decoration of your room, all

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pictures or posters must be hung from the moulding and nothing may be tacked or stuck to the walls. A bulletin board can be furnished on request and the cost of 75 cents is put on the term bill.

It is important to show good taste in your room; printed signs, empty bottles, and such souvenirs are *not* appropriate. Housemothers will request the disposal of superflucus or unsuitable furnishings or decorations. Luggage may not be kept in the rooms. Suitcases should be placed in the corridors, with the trunks, and the men will take them to the luggage room.

If you buy food and bring it to the dormitory, the following precautions must be observed:

Perishable foods, especially meat, or opened cans, must be kept in the refrigerator. Frozen juice must be made up immediately since these cans sometimes explode when kept at room temperature. Refrigerators and stoves, where they are provided, may be used only with teachers' permission. Food of any kind in a dormitory room must be kept in a tightly closed metal container. It is obvious that ants and mice could be attracted if this rule were ignored.

*Food may never be taken from the dining room or the kitchen. The only exception may be raw fruit taken from the dining room.*

1-3

Be sure never to have bottles, boxes or jars on the window sills. They are unsightly from the outside of the building as well as the inside. All broken objects, sharp things, and opened cans must be placed in special containers provided.

**NEVER THROW THEM DOWN THE DUST CHUTE.** The men who empty the trash may be seriously cut if this precaution is not observed. Large cartons should be left *beside* the chute, because if they are put inside, they may clog it. Spoiled fruit, apple cores, etc. should be put in the container provided. Debris from parties on the Draper corridors should be wrapped in paper and left in a basket provided next to the chute or in the hall closet. Do not leave any debris or objects of any kind on the stairs. A dangerous accident may result.

A fine of \$5.00 is charged for overflowing water in the bathroom, although in the case of considerable water damage, the cost of repairs must be met by the student or students.

On each corridor or house bulletin boards are to be found forms for use in requesting the following services:

Connecting of lamps

Supplying extension cords

Hanging of shoe bags

Hanging of pictures or bulletin boards

Adjusting curtain rods and hooks

Replacing lamp bulbs

Minor repairs

None of these should be attempted by students themselves.

In the spring wooden packing boxes may be ordered for summer storage of possessions.

## CARE OF SCHOOL PROPERTY

Be careful to do your share in keeping the school buildings and property looking as well and in as good condition as you would wish your own house and furniture to be. Lights should be turned off when a room is not being used — especially at meal time. Buildings are wired for 150 watts per student and overloading will burn out fuses. Trunks and packing boxes and foot-lockers with hard, sharp corners, may not be taken to the corridors in the outside houses — Abbey, French and Sherman. They must be unpacked in the recreation rooms.

Damage caused by abusing furniture, breaking glass bureau top, marking walls, etc., is subject to fines of \$5.00 or more.

Screens must never be removed from the windows. 1

No sunlamps or reflectors may be used. 2

Fire escapes may not be used except in case of fire. 3

## GOOD TASTE

Shades must be down when it is dark. 1

Bathrobes must be worn on the first floors of outside houses and on every corridor in Draper.

On Friday, Saturday, and Sunday, in Draper and on Sunday in the other houses students must be fully dressed when taking phone calls on the ground floor.

Gum may be chewed only in dormitory rooms, never in the corridor or out of doors.

Swearing, and other unladylike language is firmly discouraged.

Students may not leave their houses or corridors with hair up in curlers or pins.

A girl must comply promptly and politely with any request to change her appearance or behavior. She may be asked to put on a blazer or raincoat because of the weather, to change her dinner costume if it is unsuitable, or to accord in other ways with the standards of the school.

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## MANNERS

Good manners are never out of date. Far from being signs of weakness or insincerity, they are symbols of careful upbringing, self-discipline, and consideration for other people. They are demonstrated by courtesy at the table, by observing what is needed and passing it, by keeping elbows off the table, by eating unobtrusively, and by joining in a general conversation. In the building, they are exemplified by holding the doors open for those near you, especially faculty members, by speaking to those you pass, by rising when Mrs. Crane, teachers, or visitors enter a room. It is important to introduce visitors to teachers, and to remember to invite corridor teachers or advisors to corridor parties or picnics, and food should be provided.

Constant borrowing of combs, lipsticks, clothes, et cetera, is neither healthy nor polite.

## Laundry

The school has its own laundry, and every student is entitled to the weekly laundering of her sheets and towels, and of an average amount of night clothes, blouses, and underwear. These should be placed in her laundry bag, *with a list of the articles*, all of which should be marked by sewn-on name tapes. The bag, tied firmly, should be placed in the laundry chute by 7:15 a.m. on the day of collection (Monday in Draper Hall, Thursday in Abbey, French and Sherman).

Students may do personal laundry, but they should not plan to do all their own washing and ironing. (The laundry charges for extra articles are reasonable.) There are laundry facilities in the outside houses and an ironing room in Draper. Clothing should not be dried in the students' rooms.

Dry cleaning is arranged for by the school. Clothes should be brought to the Parcel Room in the basement of Draper Hall during the hours posted on the door. The school can arrange for the mending of clothes.

Students may not leave their dormitories until their hair is dry after shampooing. Hair driers will be found in corridor bathrooms and in laundry rooms. Students must never appear in any public room with their hair in curlers, except for using telephones after 9:00 p.m.

## **LIBRARY RULES**

No food or drink is to be brought into the Library.

Regular school clothes are always to be worn in the Library during the day, and the evening study. Gym suits are permitted only during the afternoon free time. After nine o'clock in the evening night clothes may be worn, including a bathrobe and slippers. A "muu-muu" type of nightgown may be worn without a bathrobe, but always standards of good taste are to be observed.

Tables and chairs must be left neat and unencumbered by books and papers. Coats and jackets should not be left in the Library.

The Library is not a thoroughfare for students. Use the first floor corridors for going to and from the dining-room.

## **Library Regulations**

### **GENERAL:**

Absolute quiet is maintained at all times.

At the beginning of each class or study period every student using the Library must sign on the sheets at the desk.

Newspapers, magazines, et cetera, are not to be read during study hours unless they have been assigned for class work.

The Chickering Room is to be used for reading only.

### **DURING STUDY HOURS:**

Students may use the Library during all day time study hours when library facilities are required.

In addition, residents of Draper Hall may use the Library during the evening study hour. They must sign on their corridor board. Seniors may be in the Library until 10:15 p.m.

### **PREPS AND JUNIORS:**

Preps and Juniors may go to the Library during Study Hours *only* if they have work which requires the use of the Library facilities. Otherwise they study in Study Hall.

### **DAY STUDENTS:**

Day students may use the Library during the hours which they spend at the school just as the resident students do. Senior Mids are required to spend their free study periods there.

### **OUTSIDE OF STUDY HOURS:**

Students may use the Library for study or for recreational reading during all daytime leisure periods. In addition, residents of Draper Hall may use the Library during evening leisure periods.

### **BASEMENT STACKS:**

The basement stacks can be used by girls only with the librarian's permission.

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